

Specification - Contract Management (RQS)

Version/ Review Date	Brief Summary of Changes From Prior Version
Version 3.1 04/21/2005	<ul style="list-style-type: none">Stylistic changes (e.g., section numbering)
Version 3.0 02/03/04	<ul style="list-style-type: none">Page 16 : Updated the Event Types to be used with the RQS transaction. PR50 is the event type for Multi-Year pre-encumbrances.Page 19 : PROG_CD is a 10 character field.
Version 2.0 11/11/03	<ul style="list-style-type: none">Page 7: AMS_DOCUMENT root element for Document Import Mode is : DOC_IMPORT_MODEPage 8: RQSTR_NM, RQSTR_PH_NO and RQSTR_EMAIL_AD cannot be interfaced since they are inferred from RQSTR_IDPage 8: DOC_NM is a required fieldPage 10: RQSTR_NM, RQSTR_PH_NO and RQSTR_EMAIL_AD cannot be interfaced since they are inferred from RQSTR_IDPage 14: SVC_END_DT and SVC_STRT_DT are always required regardless of the Line TypePage 15: BFY and FY_DC and PER_DC are required fields
Version 1.0 7/24/03	<ul style="list-style-type: none">Original
	<ul style="list-style-type: none">

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1. Overview

1.1. Document Definitions and Naming Conventions

This section describes/defines the DTD naming conventions applied in this document.

Transaction Layout Definitions

- Attribute – The name of the data element in the database, as well as the name of the XML tag.
- Caption – The label on the User Interface that defines the data element.
- Description – A textual description of the data element.
- R/C – Required/Conditional. Required specifies that the data element is required by the interface for the transaction to successfully submit. Conditional means that specified conditions must be adhere to by the interface for the transaction to successfully submit. No value specifies that the data element is optional by the interface for the transaction to submit.
- Type – The data type of the data element.
 - VarChar – Variable Character text. Alphanumeric data.
 - Byte – Unsigned character.
 - Char – Character. Fixed length alphanumeric text, required to meet the exact specified size.
 - Date – Date Format YYYY-MM-DD
 - Decimal – Numeric value with a specified decimal position (9,3) = 999999999.999
 - Boolean –True/False. True conditions = “true”, False conditions = “false”.
 - Memo – Alphanumeric Text with a maximum of 1500 characters.
 - Currency – Numeric, with two decimal positions. Format 9999.99.
 - Integer – Numeric value, whole number.
 - Long – Numeric value, a long whole number.
- Size – The (numeric) size of the data element
- NewMMARS Notes – Notes specific to the NewMMARS data element.

- MMARS Derivation Notes – Notes specific to translating MMARS document layout data to NewMMARS.
 - H.TEXT – Data element from the header or document section of the MMARS document layout.
 - L.TEXT – Data element from the line or detail section of the MMARS document layout.

XML Definitions and Conventions

- Root - The NewMMARS XML file and document root declaration identifies required root elements that must contain for the XML file or document (transaction) to load into NewMMARS. The NewMMARS XML file must contain a single root element that contains specified attributes, at the file level. Each document transactions contained within the XML file must also contain a root element that contains the specified attributes, at the document level.
- Attributes - Attributes are name-value pairs that occur inside start-tags after the element name.
- Elements - Elements are the most common form of markup. Delimited by angle brackets, most elements identify the nature of the content they surround. Elements normally begins with a start-tag, <element>, and ends with an end-tag, </element>.
- CDATA Tags - In a document, CDATA instructs the parser to ignore (most) markup characters. Between the start of the section, <![CDATA[and the end of the section,]]>, all character data is passed directly to the application, without interpretation. Elements, entity references, comments, and processing instructions are all unrecognized and the characters that comprise them are passed "literally" to the application.

1.2. Document Usage

Several departments generate and modify service contracts directly in their own independent external systems. These departments interface both SC and SM documents to MMARS. Both new and modifications to service contracts must be tracked in NewMMARS. Service Contracts in MMARS fall in one of the following categories:

- Vendor specific Service Contract with a Recurring Payment schedule ID
- Vendor specific Service Contract without a Recurring Payment schedule ID
- MSA-Vendor Service Contract (Contracts with Vendor Code = "MSAVENDOR")
- Open Order Service Contract

In MMARS, departments modifying contracts would interface key information, such as Contract ID, Vendor Code and Accounting Line Number, along with the actual field they are modifying, such as the Line Amount.

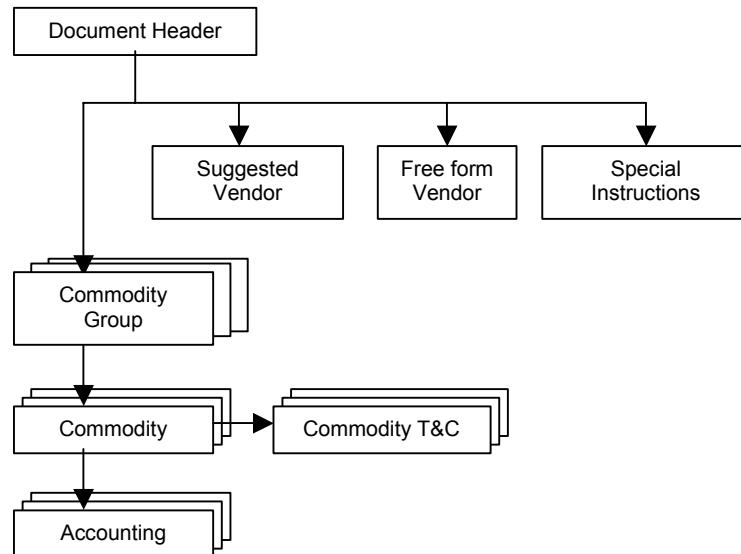
In NewMMARS, different document codes will be used for different SC types. A Recurring Payment Order (RPO) will be used for Service Contracts set up for recurring payment. A Contract (CT) will be used for vendor specific service contracts that are not

set up for recurring payment, as well as for "Open Order" encumbrances. A [Requisition \(RQS\)](#) will be used for service contracts where the vendor code is "MSAVENDOR".

Additionally, departments modifying CT, RPO and RQS transactions will need to provide the same information entered on the prior version of the interfaced transaction, along with the actual modification.

NewMMARS Transaction	MMARS Transaction
RQS	SC/SM with vendor code "MSAVENDOR" Or SC/SM open order
CT	SC/SM with no recurring payment schedule ID Or SC/SM open order (no MA reference allowed)
RPO	SC/SM with recurring payment schedule ID

The RQS will have the following logical document structure:



2. Publishable Specification

2.1. Transaction Layout: RQS (Original Entry and Modification)

Document Component		Action Code		Component Description
		OE	MOD	
	<u>AMS DOCUMENT</u>	R	R	XML file root element.
	<u>RQ_DOC_HDR</u>	R	CR	Lists general information associated with the entire procurement.
	<u>RQ_DOC_SUGVEND</u>	O	O	Lists suggested Vendors for providing the goods/services. Vendors are selected from a pick list that is populated by the Vendor/Customer (VCUST) table.
	<u>RQ_DOC_SPIS</u>	O	O	Lists the instructions associated with the request. The Special Instructions (SPIS) table is used to establish "pre-established" special instructions for selection on this detail section.
	<u>RQ_DOC_COMMGP</u>	R	CR	Lists the groups you have defined for categorizing commodity lines.
	<u>RQ_DOC_COMM</u>	R	R	Lists all commodities associated with the document. Commodity line information appears within the commodity groups that were established.
	<u>RQ_DOC_ACTG</u>	R	CR	Lists the accounting funds for each commodity line.
	<u>RQ_DOC_VENDFF</u>	O	O	Lists suggested vendors that were added by free from entry.

R – Required

CR – Conditionally Required: Required only if modifying a field within that component

O – Optional

2.2. RQS AMS_DOCUMENT root element attributes

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
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Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Doc Category	The category in which the document is located.	R	VarChar	8	Values: • PROC	
DOC_TYP	Doc Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Values: • RQ	
DOC_CD	Doc Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Values: • RQS	
DOC_DEPT_CD	Dept Code	The department code assigned to this document.	R	VarChar	4	Examples: • DSS • DMH Must be valid on DEPT.	DOC_DEPT_CODE = H.TRANS-DEPT
DOC_UNIT_CD	Unit	The unit code associated with this document.	R	VarChar	4	Examples: • 1000 • 2000 Must be valid on UNIT.	Departmental crosswalk to be used from H.TRANS-ORG to DOC_UNIT_CD
DOC_ID	Doc ID	The document ID to identify this document.	R	VarChar	20	• Must begin with "INTF" • Remaining 16 characters must be used w/ no blanks • Must be unique if new	If H.TRANS-CODE = "SC" DOC_ID must be unique If H.TRANS-CODE = "SM" DOC_ID must be equivalent to original This is an expansion to H.TRANS-NUMBER
DOC_VERS_NO	Doc Version	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		For new transaction always = "1" For modifications = next sequential version number	If H.TRANS-CODE = "SC" Then DOC_VERS_NO = "1" If H.TRANS-CODE = "SM" Then DOC_VERS_NO = next sequential version number
DOC_IMPORT_MODE	Document Import Mode	The import mode determining the phase of the document on import.	R	VarChar	4	"OE" = Original Entry "MOD" = Modification	If H.TRANS-CODE = "SC" Then DOC_IMPORT_MODE = "OE" If H.TRANS-CODE = "SM" Then DOC_IMPORT_MODE = "MOD"

2.3. RQS Document Component: RQ_DOC_HDR

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
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Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Doc Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Doc Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Doc Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_ID	Doc ID	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Dept Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Doc Version	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Unit	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_REC_DT_DC	Record Date	The record date manually entered on the document header. If not manually entered, the date becomes the one when the document was submitted successfully.		Date			
DOC_DSCR	Document Description	The description associated with the document.		VarChar	60		
DOC_NM	Document Name	Name for the document.	R	VarChar	60		
ISSR_ID	Issuer ID	The user id of the person or department issuing the procurement for goods or services.	R	VarChar	16		
RQSTR_ID	Requestor ID	The user id of the person or department requesting the goods or services.	R	VarChar	16	• Must be valid on USER table	

2.4. RQS Document Component: RQ_DOC_SUGVEND

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document Id	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version Number	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		Same as in AMS_DOCUMENT	
DOC_SUGVEND_LN_NO	Line Number	The line number associated with the suggested vendor.	R	Integer		Line numbering begins at 1 and is incremental for additional lines.	
VEND_CUST_CD	Vendor Customer	The unique identifier assigned to the vendor/customer.		VarChar	20	Must be valid on VCUST table.	
PRIN_CNTAC	Vendor Contact Name	The vendor's procurement contact.		VarChar	60		
VEND_CMNT	Comments	Additional comments about the vendor.		Memo			
VOICE_PH_NO	Vendor Contact Phone	The telephone number associated with the contact.		VarChar	30		
EMAIL_AD	Vendor Contact Email	The email address associated with the contact.		VarChar	100		
VEND_CRIT	Criteria	Indicates the criteria that the vendor met when added by the Vendor Rotation function.		VarChar	60		
VOICE_PH_EXT	Vendor	The telephone number extension		VarChar	6		

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
	Contact Phone Ext.	associated with the contact.					
ADDL_INFO	Additional Information	Any additional information about this item.		Memo			
AD_ID	Address Code	The Address Code or ID given to a unique address for a vendor or customer. The use of different Address Codes will allow a single vendor or customer code to have multiple addresses.		VarChar	20	If left blank it will default to the default Procurement AD_ID set on VCUST for the VEND_CUST_CD entered.	
CNTAC_ID	Vendor Contact ID	The unique identification number assigned to the contact. The use of different contact ID's will allow a single vendor or customer code to have multiple contacts.		VarChar	20	If left blank it will default to the default CNTAC_ID set on VCUST for the VEND_CUST_CD entered.	

2.5. RQS Document Component: RQ_DOC_SPIS

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Unit Code	The unit code associated with this document.		VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document Id	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version	The version number assigned to this document. The version is incremented with	R	Integer		Same as in AMS_DOCUMENT	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
	Number	each modification draft and after with a cancellation.					
DOC_SPIS_LN_NO	Special Instruction Line	The line number associated with the Special Instruction Item.	R	Integer		Line numbering begins at 1 and is incremental for additional lines.	
SP_INST_CD	Special Instructions Code	The unique code for the Special Instructions record stored on the Special Instructions table. This field holds up to 4 characters of text.	R	VarChar	4	Must be valid on the SPIS table.	

2.6. RQS Document Component: RQ_DOC_COMMGP

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Doc Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Doc Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Doc Code	The alpha-numeric identification code assigned to the document on the Document Control table. Each document code must be unique within the application. The document code is a required field when creating a new document. It also may be a selection criteria on a parameter table, a key to a specific business rule on a control table, or the document code recorded on a historical record.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_ID	Doc ID	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Dept Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Doc Version	The version number assigned to this document. The version is incremented with each modification draft and after with a	R	Integer		Same as in AMS_DOCUMENT	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
		cancellation.					
DOC_UNIT_CD	Unit	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_COMMGP_LN_NO	Line	The line identification number assigned to this document commodity group.	R	Integer		Line numbering begins at 1 and is incremental for additional lines.	
COMMGP_DSCR	Description	The description of the commodity group.		VarChar	75	This is a required field. If left blank, default value is "Default Commodity Group"	

2.7. RQS Document Component: RQ_DOC_COMM

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document Id	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version Number	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		Same as in AMS_DOCUMENT	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_COMMGP_LN_NO	Group Line Number	The line identification number assigned to this document commodity group.	R	Integer		Must reference valid Commodity Group Line Number.	
DOC_COMM_LN_NO	Line	The commodity line number visible to a user that uniquely identifies each commodity line within a document.	R	Integer		Line numbering begins at 1 and is incremental for additional lines.	
COMM_CD	Commodity	The identification code assigned to the commodity.	R	VarChar	14	Must be valid on COMM table.	
DSCR_EXT	Extended Description	The extended description associated with this line.		Memo			
LN_TYP	Line Type	Indicates if the commodity line is for an item, service or a discount.	R	Integer		1 – Item 2 – Service	
QTY	Quantity	The number of units.	C	Decimal	"(15,5)"	Required if LN_TYP = 1 Item Total = Unit Price * Quantity. The Item Total must be equal to the total of all Accounting lines referencing this commodity line.	
UNIT_MEAS_CD	Unit	The identification code assigned to the unit of measure.	C	VarChar	4	Required if LN_TYP = 1 Must be valid on UOM.	
UNIT_PRICE	Unit Price	The cost per unit of the goods.	C	Decimal	"(14,6)"	Required if LN_TYP = 1 Item Total = Unit Price * Quantity. The Item Total must be equal to the total of all Accounting lines referencing this commodity line.	
ITM_TOT_AM	Item Total Amount	The total of the items including taxes and freight.	R	Currency		This is a required field. If line type is Service, set value to \$0.00	
SHIP_LOC_CD	Shipping Location	The location code associated with the shipping location.		VarChar	6	Can be required based on PRDOC setting. Must be valid on the PLOC table.	
DLVR_DT	Delivery Date	The date the delivery is expected.	C	Date		Required if LN_TYP = 1	
SHIP_INFO	Additional Info	Additional shipping information that is specific to the shipping location for this item.		Memo			

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
SHIP_METH_CD	Shipping Method	The unique identification code of the method of shipping used for delivery of this item.		VarChar	3	Can be required based on PRDOC setting. Must be valid on SHPMETH.	
FREE_BRD_CD	Free On Board	The identification code for the Free on Board shipping option.		VarChar	3	Can be required based on PRDOC setting. Must be valid on FRBD.	
DLVR_TYP	Delivery Type	The delivery type for this item.		Integer		Can be required based on PRDOC setting. Must be valid on DLVRTYP,	
BILL_LOC_CD	Billing Location	The location where the Invoices are sent.		VarChar	6	Can be required based on PRDOC setting. Must be valid on the PLOC table.	
BILL_INFO	Additional Info	Additional information associated with the billing address.		Memo			
CNTRC_AM	Contract Amount	The contract amount from the payment request document.	C	Currency		Required if LN_TYP = 2. The Contract Amount must be equal to the total of all Accounting lines referencing this commodity line.	
SVC_END_DT	Service To	The ending date of service for this solicitation.	R	Date			SVC_END_DT = H.TO-DAY + H.TO-MONTH + H.TO-YEAR
SVC_STRT_DT	Service From	The starting date of service for this solicitation.	R	Date			SVC_STRT_DT = H.FROM-DAY + H.FROM-MONTH + H.FROM-YEAR

2.8. RQS Document Component: RQ_DOC_ACTG

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	/arChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CD	Document Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document Id	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version Number	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		Same as in AMS_DOCUMENT	
DOC_COMMGP_LN_NO	Group Line Number	The line identification number assigned to this document commodity group.	R	Integer		Must reference valid Commodity Group Line Number.	
DOC_COMM_LN_NO	Line	The commodity line number visible to a user that uniquely identifies each commodity line within a document.	R	Integer		Must reference valid Commodity Line Number.	
DOC_ACTG_LN_NO	Line	The accounting line number visible to a user that uniquely identifies each accounting line within a document.	R	Integer		Line numbering begins at 1 and is incremental for additional lines.	
BFY	Budget FY	The budget fiscal year with which this calendar date is associated. Must be valid on the Fiscal Year page.	R	Integer			
FY_DC	Fiscal Year	The fiscal year on an accounting document that defaults to the current year or is manually entered by a user, which is used to look up options, validate codes, and ultimately records accounting entries. This date is automatically cleared by the system when a modification or cancellation is done.	R	Integer			
PER_DC	Period	The accounting period manually entered or loaded offline on a document's accounting line. The field is also populated when an accounting period is entered or loaded offline to the header that defaults to all accounting lines. If not manually or offline loaded, the field is set to the current period when the document reaches the final state.	R	Integer			

Attribute	Caption	Description	R/C	Type	Size	New MMARS Notes	MMARS Derivation Notes
		This period value is what is written to all journals and ledgers. This field is reset to blanks when a cancellation or modification is done.					
ACTG_TMPL_ID	Accounting Template	The unique identification code assigned to the accounting template. Accounting templates are used to bring in chart of account element codes for ease of data entry on documents.		VarChar	6	Must be valid on ACTPL.	
LN_AM	Line Amount	The amount of an individual record of a document component, be it the header, vendor line, commodity line, accounting line, budget line, or allotment. The amount could also be the amount recorded to a table that tracks document updates such as the Statement Detail table or a journal.	R	Currency		The Total of all Accounting line amounts must equal the total of the commodity line amount they reference.	LN_AM = L.LINE-AMOUNT
EVNT_TYP_ID	Event Type	The alpha-numeric identification code assigned to an event type. Each event type ID must be unique within the application. It is required when completing any accounting or budgeting document with the exception of certain journal vouchers. Default event types can be established on the Allowable Event Types for Document Code table for each document code for the most commonly used ones to reduce data entry.	R	VarChar	4	EVNT_TYP_ID = "PR02" for Accounting Event Type. EVNT_TYP_ID = "PR50" for Multi-Year Event Type.	
FUND_CD	Fund	The identification code associated with a fund record, which is an essential part of a governmental accounting system. Values may be entered as a chart of account element on a budget or accounting document. The Fund may also be used as a selection criteria on an input parameter. The Fund may be entered to associate rules with a fund that are designated on other tables than the fund table. Lastly, it can be the fund recorded on a historical record.	C	VarChar	4	This is a required field. However if a valid ACTG_TMPL_ID is referenced, the field could be inferred. Must be valid on FUND.	FUND_CD = "0" + L.FUND
SFUND_CD	Sub Fund	The identification code associated with the sub-fund.		VarChar	4	Must be valid on SFUND.	SFUND_CD = L.REPORTING-CATEGORY
OBJ_CD	Object	The identification code associated with an object of expenditure. Object is a fund	C	VarChar	4	This is a required field. However if a valid	OBJ_CD = L.OBJECT

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
		accounting Chart of Accounts element. These codes can then be used to create expense budgets, track spending activity, trigger business rules, and serve as selection criteria for batch jobs.				ACTG_TMPL_ID is referenced, the field could be inferred. Must be valid on OBJ.	
SOBJ_CD	Sub Object	The identification code associated with the sub-object. Sub-object is a fund accounting Chart of Accounts element.		VarChar	4		SOBJ_CD = L.SUB-OBJECT
DEPT_CD	Department	An identification code assigned to an central organizational level element where the decentral structure is set. The department field may be used as an input field on a document, an additional key to another chart of account element, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the department value on a historical record.	C	VarChar	4	This is a required field. However if a valid ACTG_TMPL_ID is referenced, the field could be inferred. Must be valid on DEPT.	DEPT_CD = L.DEPARTMENT
UNIT_CD	Unit	Unit is the lowest organizational level in the main organizational structure. Only sub unit is lower, but it is not necessarily required as unit is. At the unit level, all the organizational elements it reports to are defined so that they are inferred to accounting documents. Unit codes themselves can be values entered on budgeting and accounting documents, keys to business rule tables, and values seen in historical records.	C	VarChar	4	This is a required field. However if a valid ACTG_TMPL_ID is referenced, the field could be inferred. Must be valid on UNIT.	UNIT_CD = L.XORGANIZATION (Cross-walk needed)
APPR_CD	Appr	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element. The appropriation field may be used as an input field on a document, a selection criteria on a parameter table, a key to a specific business rule on a control table, a field to be inferred on a document, or the appropriation value on a historical record.	C	VarChar	9	This is a required field. However if a valid ACTG_TMPL_ID is referenced, the field could be inferred. Must be valid on APPR.	APPR_CD = L.APPR (Cross-walk needed)
LOC_CD	Location	The identification code assigned to the location. Location is a programmatic Chart of Accounts element.		VarChar	4	Must be valid on LOC.	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
SLOC_CD	Sub Location	The identification code associated with the sub-location.		VarChar	4	Must be valid on SLOC.	
ACTV_CD	Activity	The identification code associated with the activity. An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can cut across agency and fund boundaries.		VarChar	4	Must be valid on ACTV.	
SACTV_CD	Sub Activity	The identification code associated with the sub-activity.		VarChar	4	Must be valid on SACTV.	
FUNC_CD	Function	The identification code associated with the function. The function code defines broad operational objectives, such as instruction, support services, and facilities acquisition.		VarChar	4	Must be valid on FUNC.	
SFUNC_CD	Sub Function	The identification code associated with the sub-function.		VarChar	4	Must be valid on SFUNC.	
RPT_CD	Reporting Code	The reporting code element is a programmatic element that can be used in many different ways for measurement and tracking. It is even used as an informal cost accounting entity at times. It can be used on all accounting documents and is stored in journals and optionally in ledgers.		VarChar	10	Must be valid on RPT	
SRPT_CD	Sub Reporting Code	Sub reporting codes are used to further define a specific reporting code.		VarChar	4	Must be valid on SRPT.	
DOBJ_CD	Dept Object	The identification code assigned to the Department object.		VarChar	4	Must be valid on DOBJ.	
TASK_CD	Task	The unique identification code assigned to the task.		VarChar	4	Must be valid on TASK.	
STASK_CD	Sub Task	The sub task is a means of breaking down tasks into smaller components.		VarChar	4	Must be valid on STASK.	
TASK_ORD_CD	Task Order	The unique identification code assigned to the task order.		VarChar	6	Must be valid on TASKORD.	
PROG_CD	Program	The identification code assigned to the program. Program is a cost accounting Chart of Accounts element. The program field may be used as an input field on a document, a selection criteria on a parameter table a key to a specific		VarChar	10	Must be valid on PROG.	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
		business rule on a control table, a field to be inferred on a document, or the program value on a historical record.					
PHASE_CD	Phase	The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a program.		VarChar	6	Must be valid on PHASE.	
ACTG_LN_DSCR	Line Description	The description associated with the line.		VarChar	100		

2.9. RQS Document Component: RQ_DOC_VENDFF

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
DOC_CAT	Document Category	The category in which the document is located.	R	/arChar	8	Same as in AMS_DOCUMENT	
DOC_TYP	Document Type	The type of document, defined in the Document Type table. Each document code must be assigned a document type.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_CD	Document Code	The alpha-numeric identification code assigned to the document on the Document Control table.	R	VarChar	8	Same as in AMS_DOCUMENT	
DOC_DEPT_CD	Department Code	The department code assigned to this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_UNIT_CD	Unit Code	The unit code associated with this document.	R	VarChar	4	Same as in AMS_DOCUMENT	
DOC_ID	Document Id	The document ID to identify this document.	R	VarChar	20	Same as in AMS_DOCUMENT	
DOC_VERS_NO	Document Version Number	The version number assigned to this document. The version is incremented with each modification draft and after with a cancellation.	R	Integer		Same as in AMS_DOCUMENT	
DOC_VENDFF_LN_NO	Line Number	The line number associated with an individual free-form vendor.	R	Integer		Line numbering begins at 1 and is incremental for	

Attribute	Caption	Description	R/C	Type	Size	New MMARS Notes	MMARS Derivation Notes
						additional lines.	
LGL_NM	Vendor Name	The legally defined name of the company or individual represented by this record. The field is used for reporting if defined as not alias/DBA.		VarChar	60		
PRIN_CNTAC	Principal Contact	The vendor's procurement contact.	R	VarChar	60		
ADD_USNG	Added Using	Indicates which function was used to add this record to the vendor list. Valid values are:	R	VarChar	10		
VEND_CMNT	Comments	Additional comments about the vendor.	R	Memo			
STR_1_NM	Address 1	The first line of the street address.	C	VarChar	75	Required if ACORSPD_TYP = 3	
STR_2_NM	Address 2	The second line of the street address.		VarChar	75		
CITY_NM	City	The city name associated with the address.	C	VarChar	60	Required if ACORSPD_TYP = 3	
ZIP	Zip	The zip code associated with the address.	C	VarChar	10	Required if ACORSPD_TYP = 3	
VOICE_PH_NO	Telephone Number	The telephone number associated with the contact.		VarChar	30		
FAX_PH_NO	Fax Number	The fax extension number associated with a contact, be it a vendor, customer, or internal contact.	C	VarChar	30	Required if ACORSPD_TYP = 2	
EMAIL	Email Address	The email address used to route transactions to their associated worklist.	C	VarChar	100	Required if ACORSPD_TYP = 1	
ACORSPD_TYP	Correspondence Type	Indicates the vendor's preference for receiving correspondence. Valid values are: <i>E-Mail, Fax, and Postal Service</i> .	R	Integer		Values: 1 – Email 2 – Fax 3 – Postal Service	
ST_CD	State Code	The state or province code.	C	VarChar	2	Required if ACORSPD_TYP = 3	
CNTY_CD	County Code	The unique identification code associated with the county.		VarChar	3		
BUS_TYP	Business Types	The Business Type associated with a vendor/customer. Business types are used for vendor/customer registration, bid		Integer		Values: 1 – Minority Owned 2 – Women Owned	

Attribute	Caption	Description	R/C	Type	Size	NewMMARS Notes	MMARS Derivation Notes
		evaluation, and vendor rotation. Multiple business types can be assigned to an individual vendor/customer. Examples of business types are: dealer, manufacturer, retailer, minority owned, and woman owned.				3 – Dealer 4 – Jobber 5 – Retailer 6 – Manufacturer 7 – In-state	

3.Examples

3.1. New RQS Example 1 – XML layout

This example is for a new RQS with one commodity group line, one commodity line and one accounting line. Commodity Code "07015", Quantity 100, Unit Cost \$5.00, Line Amount \$500.00.

```
<AMS_DOC_XML_IMPORT_FILE VERSION="1.0">
  <AMS_DOCUMENT DOC_CAT="PROC" DOC_TYP="RQ" DOC_CD="RQS" DOC_DEPT_CD="DMH" DOC_UNIT_CD="6000"
DOC_ID="INTF_RQS_EXAMPLE_001" DOC_VERS_NO="1" DOC_IMPORT_MODE="OE">
    <RQ_DOC_HDR AMSDataObject="Y">
      <DOC_CAT Attribute="Y"><![CDATA[PROC]]></DOC_CAT>
      <DOC_TYP Attribute="Y"><![CDATA[RQ]]></DOC_TYP>
      <DOC_CD Attribute="Y"><![CDATA[RQS]]></DOC_CD>
      <DOC_ID Attribute="Y"><![CDATA[INTF_RQS_EXAMPLE_001]]></DOC_ID>
      <DOC_DEPT_CD Attribute="Y"><![CDATA[DMH]]></DOC_DEPT_CD>
      <DOC_VERS_NO Attribute="Y"><![CDATA[1]]></DOC_VERS_NO>
      <DOC_UNIT_CD Attribute="Y"><![CDATA[6000]]></DOC_UNIT_CD>
      <ISSR_ID Attribute="Y"><![CDATA[sa]]></ISSR_ID>
      <RQSTR_ID Attribute="Y"><![CDATA[sa]]></RQSTR_ID>
      <RQSTR_EMAIL_AD Attribute="Y"><![CDATA[sa@ams.com]]></RQSTR_EMAIL_AD>
      <RQSTR_NM Attribute="Y"><![CDATA[System Admin]]></RQSTR_NM>
      <RQSTR_PH_NO Attribute="Y"><![CDATA[703-123-4567]]></RQSTR_PH_NO>
    </RQ_DOC_HDR>
    <RQ_DOC_COMMGP AMSDataObject="Y">
      <DOC_CAT Attribute="Y"><![CDATA[PROC]]></DOC_CAT>
      <DOC_TYP Attribute="Y"><![CDATA[RQ]]></DOC_TYP>
      <DOC_CD Attribute="Y"><![CDATA[RQS]]></DOC_CD>
      <DOC_DEPT_CD Attribute="Y"><![CDATA[DMH]]></DOC_DEPT_CD>
      <DOC_ID Attribute="Y"><![CDATA[INTF_RQS_EXAMPLE_001]]></DOC_ID>
      <DOC_VERS_NO Attribute="Y"><![CDATA[1]]></DOC_VERS_NO>
      <DOC_UNIT_CD Attribute="Y"><![CDATA[6000]]></DOC_UNIT_CD>
      <COMMGP_DSCR Attribute="Y"><![CDATA[Default Commodity Group]]></COMMGP_DSCR>
      <DOC_COMMGP_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMMGP_LN_NO>
    </RQ_DOC_COMMGP>
```

```

<RQ_DOC_COMM AMSDataObject="Y">
  <DOC_CAT Attribute="Y"><![CDATA[PROC]]></DOC_CAT>
  <DOC_TYP Attribute="Y"><![CDATA[RQ]]></DOC_TYP>
  <DOC_CD Attribute="Y"><![CDATA[RQS]]></DOC_CD>
  <DOC_DEPT_CD Attribute="Y"><![CDATA[DMH]]></DOC_DEPT_CD>
  <DOC_ID Attribute="Y"><![CDATA[INTF_RQS_EXAMPLE_1]]></DOC_ID>
  <DOC_VERS_NO Attribute="Y"><![CDATA[1]]></DOC_VERS_NO>
  <DOC_UNIT_CD Attribute="Y"><![CDATA[6000]]></DOC_UNIT_CD>
  <DOC_COMMGP_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMMGP_LN_NO>
  <DOC_COMM_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMM_LN_NO>
  <COMM_CD Attribute="Y"><![CDATA[07015]]></COMM_CD>
  <LN_TYP Attribute="Y"><![CDATA[1]]></LN_TYP>
  <QTY Attribute="Y"><![CDATA[100.00000]]></QTY>
  <UNIT_MEAS_CD Attribute="Y"><![CDATA[EA]]></UNIT_MEAS_CD>
  <UNIT_PRICE Attribute="Y"><![CDATA[5.000000]]></UNIT_PRICE>
  <ITM_TOT_AM Attribute="Y"><![CDATA[500.00]]></ITM_TOT_AM>
  <DLVR_TYP Attribute="Y"><![CDATA[1]]></DLVR_TYP>
  <FREE_BRD_CD Attribute="Y"><![CDATA[1]]></FREE_BRD_CD>
  <SHIP_METH_CD Attribute="Y"><![CDATA[1]]></SHIP_METH_CD>
  <SHIP_DLVR_DT Attribute="Y"><![CDATA[2004-01-01]]></SHIP_DLVR_DT>
  <BILL_LOC_CD Attribute="Y"><![CDATA[ADMN]]></BILL_LOC_CD>
  <SHIP_LOC_CD Attribute="Y"><![CDATA[ADMN]]></SHIP_LOC_CD>
</RQ_DOC_COMM>
<RQ_DOC_ACTG AMSDataObject="Y">
  <DOC_CAT Attribute="Y"><![CDATA[PROC]]></DOC_CAT>
  <DOC_TYP Attribute="Y"><![CDATA[RQ]]></DOC_TYP>
  <DOC_CD Attribute="Y"><![CDATA[RQS]]></DOC_CD>
  <DOC_DEPT_CD Attribute="Y"><![CDATA[DMH]]></DOC_DEPT_CD>
  <DOC_ID Attribute="Y"><![CDATA[INTF_RQS_EXAMPLE_001]]></DOC_ID>
  <DOC_VERS_NO Attribute="Y"><![CDATA[1]]></DOC_VERS_NO>
  <DOC_UNIT_CD Attribute="Y"><![CDATA[6000]]></DOC_UNIT_CD>
  <DOC_COMMGP_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMMGP_LN_NO>
  <DOC_COMM_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMM_LN_NO>
  <DOC_ACTG_LN_NO Attribute="Y"><![CDATA[1]]></DOC_ACTG_LN_NO>
  <BFY Attribute="Y"><![CDATA[2003]]></BFY>
  <LN_AM Attribute="Y"><![CDATA[500.00]]></LN_AM>
  <EVNT_TYP_ID Attribute="Y"><![CDATA[PR02]]></EVNT_TYP_ID>

```

```

<FUND_CD Attribute="Y"><![CDATA[010]]></FUND_CD>
<SFUND_CD Attribute="Y"><![CDATA[null]]></SFUND_CD>
<OBJ_CD Attribute="Y"><![CDATA[A01]]></OBJ_CD>
<SOBJ_CD Attribute="Y"><![CDATA[null]]></SOBJ_CD>
<DEPT_CD Attribute="Y"><![CDATA[DMH]]></DEPT_CD>
<UNIT_CD Attribute="Y"><![CDATA[6000]]></UNIT_CD>
<APPR_CD Attribute="Y"><![CDATA[50000000]]></APPR_CD>
</RQ_DOC_ACTG>
</AMS_DOCUMENT>
</AMS_DOC_XML_IMPORT_FILE>

```

3.2. Modification RQS Example 2 – XML layout modification

This example modifies the previous RQS in two ways:

- Increases the quantity ordered on the commodity line to 101
- Adds a second accounting line for \$5.00 to cover the increased quantity

```

<AMS_DOC_XML_IMPORT_FILE VERSION="1.0">
  <AMS_DOCUMENT DOC_CAT="PROC" DOC_TYP="RQ" DOC_CD="RQS" DOC_DEPT_CD="DMH" DOC_UNIT_CD="6000"
DOC_ID="INTF_RQS_EXAMPLE_001" DOC_VERS_NO="2" DOC_IMPORT_MODE="MOD">
    <RQ_DOC_COMM AMSDataObject="Y">
      <DOC_CAT Attribute="Y"><![CDATA[PROC]]></DOC_CAT>
      <DOC_TYP Attribute="Y"><![CDATA[RQ]]></DOC_TYP>
      <DOC_CD Attribute="Y"><![CDATA[RQS]]></DOC_CD>
      <DOC_DEPT_CD Attribute="Y"><![CDATA[DMH]]></DOC_DEPT_CD>
      <DOC_ID Attribute="Y"><![CDATA[INTF_RQS_EXAMPLE_001]]></DOC_ID>
      <DOC_VERS_NO Attribute="Y"><![CDATA[2]]></DOC_VERS_NO>
      <DOC_UNIT_CD Attribute="Y"><![CDATA[6000]]></DOC_UNIT_CD>
      <DOC_COMMGP_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMMGP_LN_NO>
      <DOC_COMM_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMM_LN_NO>
      <COMM_CD Attribute="Y"><![CDATA[07015]]></COMM_CD>
      <LN_TYP Attribute="Y"><![CDATA[1]]></LN_TYP>
      <QTY Attribute="Y"><![CDATA[101.00000]]></QTY>
      <UNIT_MEAS_CD Attribute="Y"><![CDATA[EA]]></UNIT_MEAS_CD>
      <UNIT_PRICE Attribute="Y"><![CDATA[5.000000]]></UNIT_PRICE>
      <ITM_TOT_AM Attribute="Y"><![CDATA[505.00]]></ITM_TOT_AM>
      <DLVR_TYP Attribute="Y"><![CDATA[1]]></DLVR_TYP>
    </RQ_DOC_COMM>
  </AMS_DOCUMENT>
</AMS_DOC_XML_IMPORT_FILE>

```

```

<FREE_BRD_CD Attribute="Y"><![CDATA[1]]></FREE_BRD_CD>
<SHIP_METH_CD Attribute="Y"><![CDATA[1]]></SHIP_METH_CD>
<SHIP_DLVR_DT Attribute="Y"><![CDATA[2004-01-01 00:00:00.000]]></SHIP_DLVR_DT>
<BILL_LOC_CD Attribute="Y"><![CDATA[ADMN]]></BILL_LOC_CD>
<SHIP_LOC_CD Attribute="Y"><![CDATA[ADMN]]></SHIP_LOC_CD>
</RQ_DOC_COMM>
<RQ_DOC_ACTG AMSDataObject="Y">
  <DOC_CAT Attribute="Y"><![CDATA[PROC]]></DOC_CAT>
  <DOC_TYP Attribute="Y"><![CDATA[RQ]]></DOC_TYP>
  <DOC_CD Attribute="Y"><![CDATA[RQS]]></DOC_CD>
  <DOC_DEPT_CD Attribute="Y"><![CDATA[DMH]]></DOC_DEPT_CD>
  <DOC_ID Attribute="Y"><![CDATA[INTF_RQS_EXAMPLE_001]]></DOC_ID>
  <DOC_VERS_NO Attribute="Y"><![CDATA[2]]></DOC_VERS_NO>
  <DOC_UNIT_CD Attribute="Y"><![CDATA[6000]]></DOC_UNIT_CD>
  <DOC_COMMGP_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMMGP_LN_NO>
  <DOC_COMM_LN_NO Attribute="Y"><![CDATA[1]]></DOC_COMM_LN_NO>
  <DOC_ACTG_LN_NO Attribute="Y"><![CDATA[2]]></DOC_ACTG_LN_NO>
  <BFY Attribute="Y"><![CDATA[2003]]></BFY>
  <ACTG_TMPL_ID Attribute="Y"><![CDATA[EXP1]]></ACTG_TMPL_ID>
  <LN_AM Attribute="Y"><![CDATA[5.00]]></LN_AM>
  <EVNT_TYP_ID Attribute="Y"><![CDATA[PR02]]></EVNT_TYP_ID>
  <FUND_CD Attribute="Y"><![CDATA[010]]></FUND_CD>
  <SFUND_CD Attribute="Y"><![CDATA[null]]></SFUND_CD>
  <OBJ_CD Attribute="Y"><![CDATA[A01]]></OBJ_CD>
  <SOBJ_CD Attribute="Y"><![CDATA[null]]></SOBJ_CD>
  <DEPT_CD Attribute="Y"><![CDATA[DMH]]></DEPT_CD>
  <UNIT_CD Attribute="Y"><![CDATA[6000]]></UNIT_CD>
  <APPR_CD Attribute="Y"><![CDATA[50000000]]></APPR_CD>
</RQ_DOC_ACTG>
</AMS_DOCUMENT>
</AMS_DOC_XML_IMPORT_FILE>

```